

## **Determining the Zoning District**

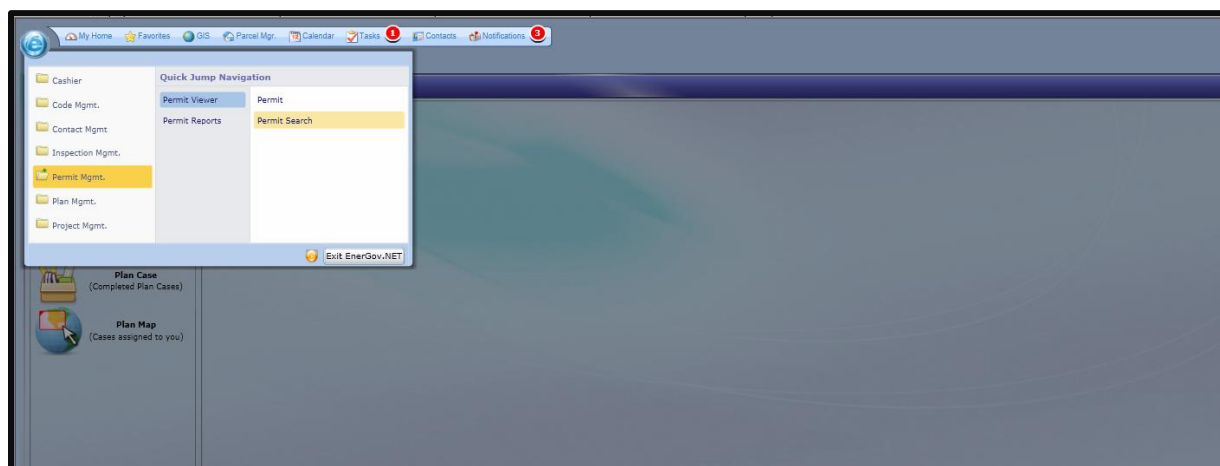
The City of Savannah is divided into Zoning Districts based upon the land uses and development pattern of a specific area. These Zoning Districts fall within Residential, Business, Industrial, Conservation, Office categories. The purpose of these Zoning Districts are to:

- to encourage the proper location, height, bulk, number of stories and size of buildings and other structures;
- promote desirable living conditions and the sustained stability of neighborhoods;
- protect property against blight and depreciation;
- secure economy in governmental expenditures;
- conserve the value of buildings and land; and
- encourage the most appropriate use of land, buildings and other structures throughout the city

The first set of instructions provides the process for determining the Zoning District during the review of plan/permit. The second set of instructions provides the process for determining the Zoning District generally.

### **During the Review of Plans and Permits**

1. Click the “E”
2. Select Permit Mgmt or Plan Mgmt depending on the review type.
3. Select Permit Viewer or Plan Viewer depending on the review type.
4. Select Permit Search or Plan Search depending on the review type.



5. Enter the Permit/Plan number in the “Permit/Plan Number” field.

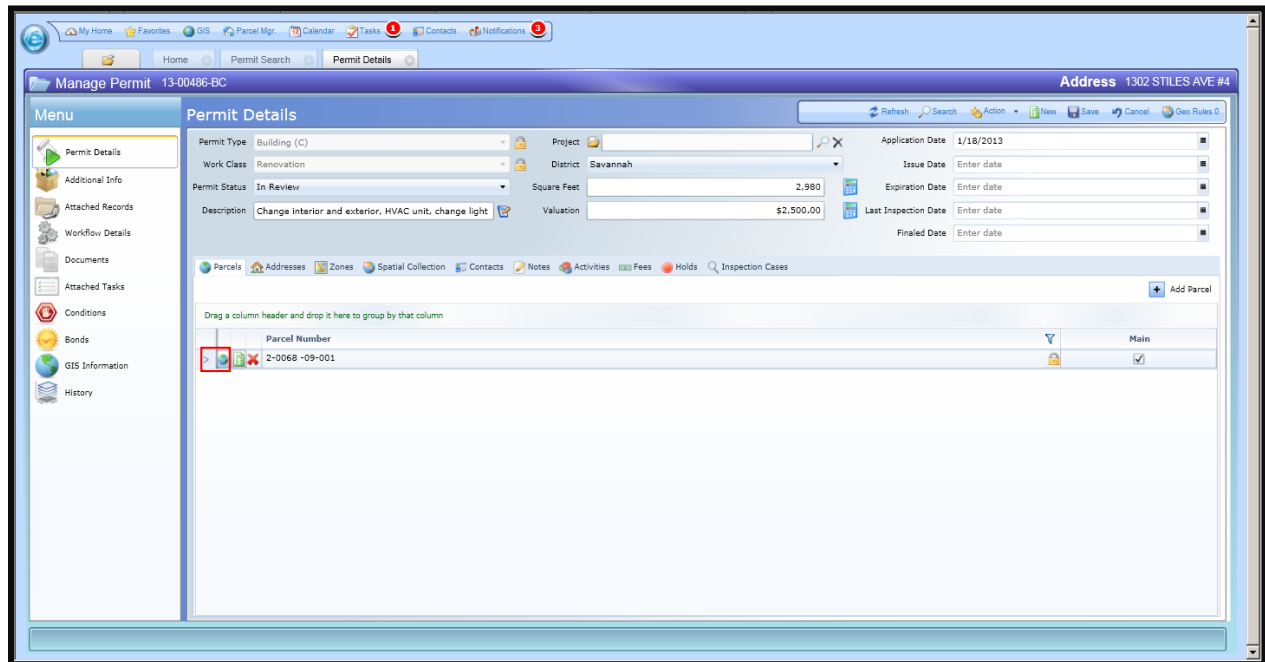
The screenshot shows the 'Permit Search' application window. The 'Permit Number' field is highlighted with a red box and contains the text '13-000486-BC'. The window includes a search bar, a 'Shared' checkbox, and a 'Note: name is only required if criteria needs to be saved.' Below the search bar, there are tabs for 'Permit', 'Address', 'Hearing', 'Meeting', 'Contact', and 'Custom Fields'. The 'Permit' tab is active. The form contains various fields for search criteria, including 'Main Permit', 'Project', 'Permit Type', 'Work Class', 'Permit Status', 'Application Date', 'Issue Date', 'Square Feet', 'Main Permit', 'Project', 'District', 'Expiration Date', 'Finalized Date', 'Valuation', and 'Last Inspection Date'. A message at the bottom of the form says 'Drag a column header and drop it here to group by that column'.

6. Select the folder on the far left to open the Permit/Plan.

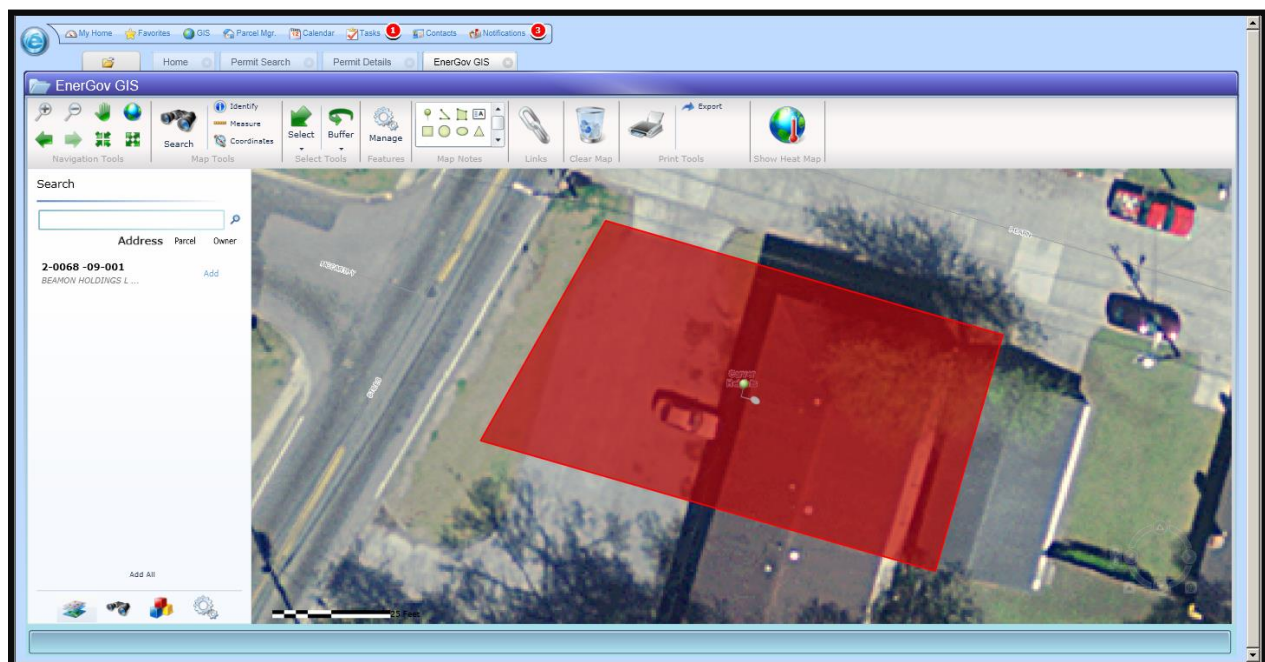
The screenshot shows the 'Permit Search' application window with a table of search results. The first row is highlighted with a red box. The table has columns for Permit Number, Main Address, Permit Type, Permit Status, Work Class, Project Name, Apply Date, Issue Date, Expire Date, Finalize Date, and Inspec.

Permit Number	Main Address	Permit Type	Permit Status	Work Class	Project Name	Apply Date	Issue Date	Expire Date	Finalize Date	Inspec
13-00486-BC	1302 STILES AVE	Building (C)	In Review	Renovation		1/18/2013				

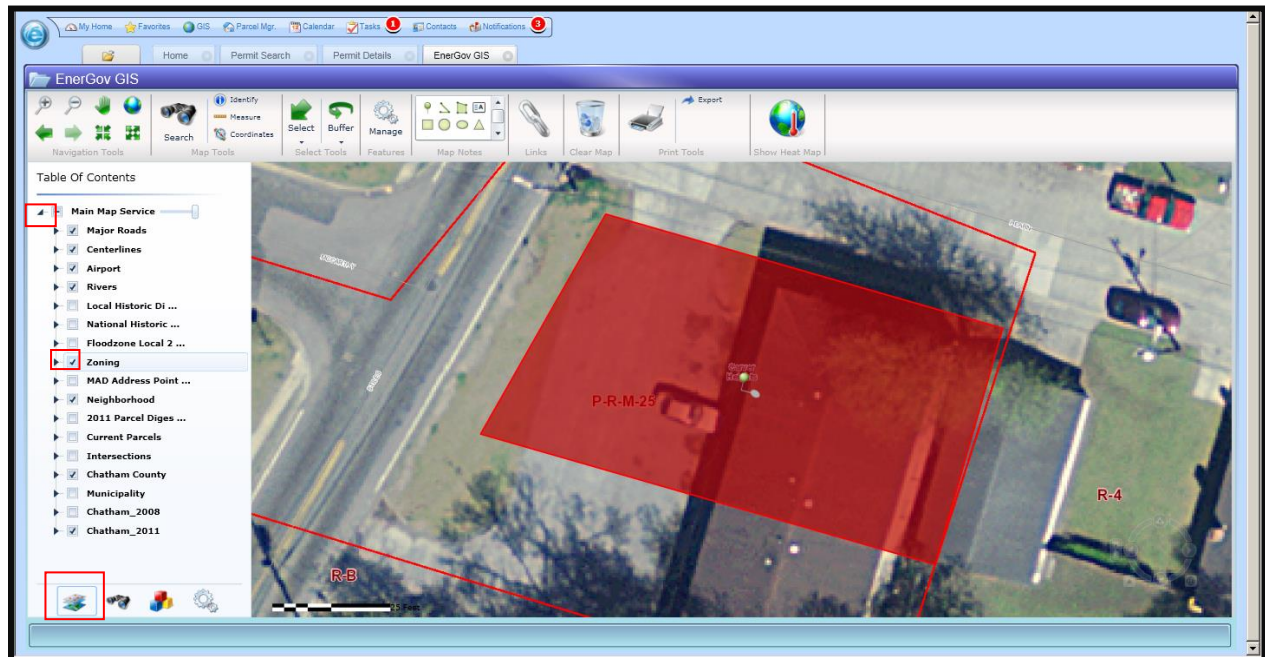
7. Click the globe to the left of the Parcel Number



The GIS viewer will launch and zoom to the property

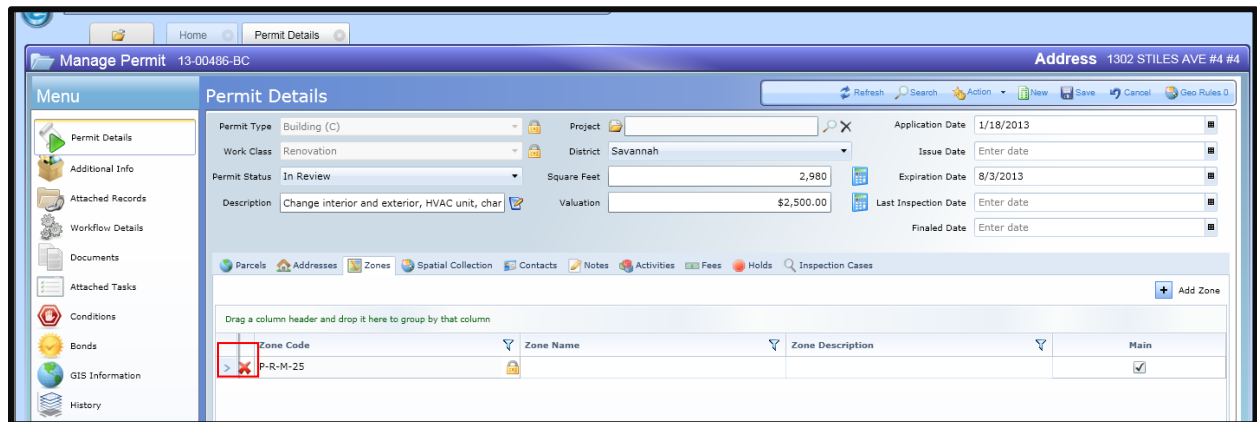


8. Click on the 3-D layer tab, then click the triangle next to Main Map Service
9. Click the box to the left of the Zoning layer to view the Zoning Map.
10. The Zoning District boundaries and Zoning District name will display in Red.




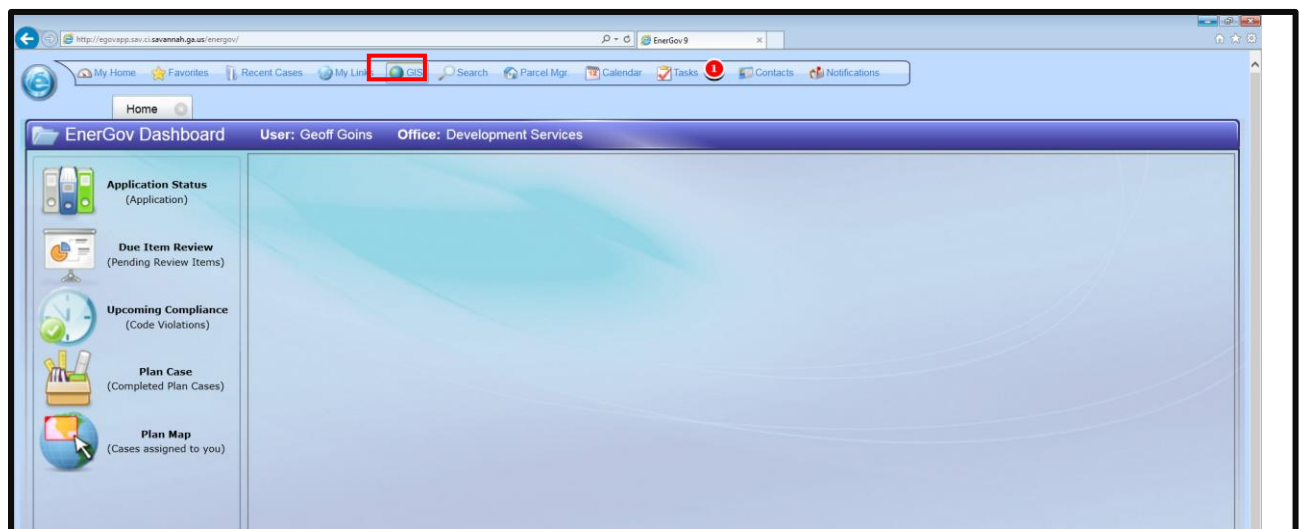
\*If the property is split by 2 or more Zoning Districts, the Zoning Administrator will need to interpret the Zoning District boundaries.


11. On the Permit/Plan details screen, click on “Zones”
12. Verify that the Zoning matches the map.
13. Multiple Zones may appear due to the parcel overlapping multiple Zones and inaccuracy of the Zoning Map. Delete all Zones that do not apply by clicking on the red X to the left of the Zone Code field.



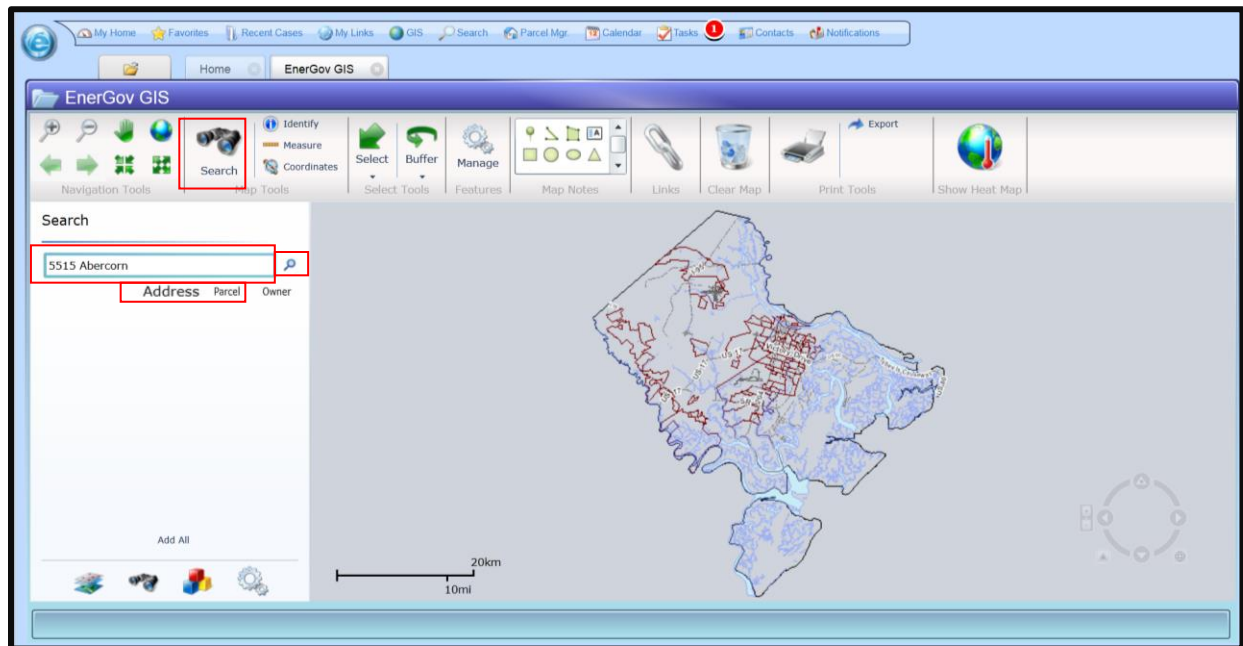
## No Plan or Permit

1. Click the GIS icon to launch the GIS viewer. 

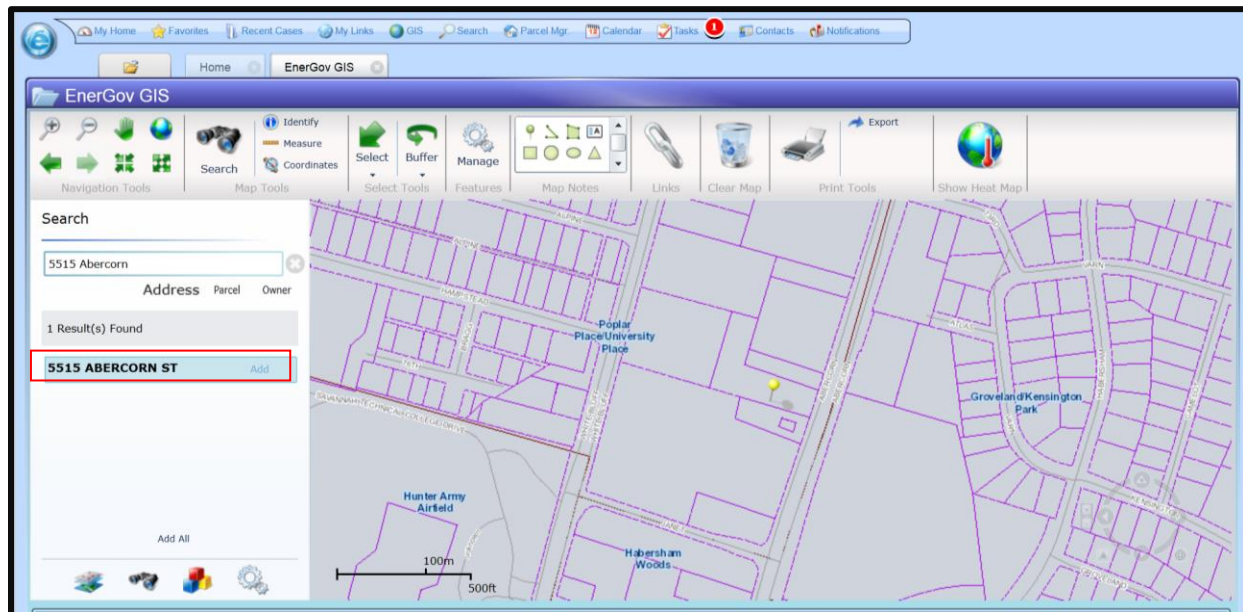


2. Click the "Search" icon 
3. Select "Address", "Parcel" to search by PIN, or "Owner" to search by owner's name
4. Type in the relevant information to search by.
5. Press Enter or click the magnifying glass icon to the right of the search text box.



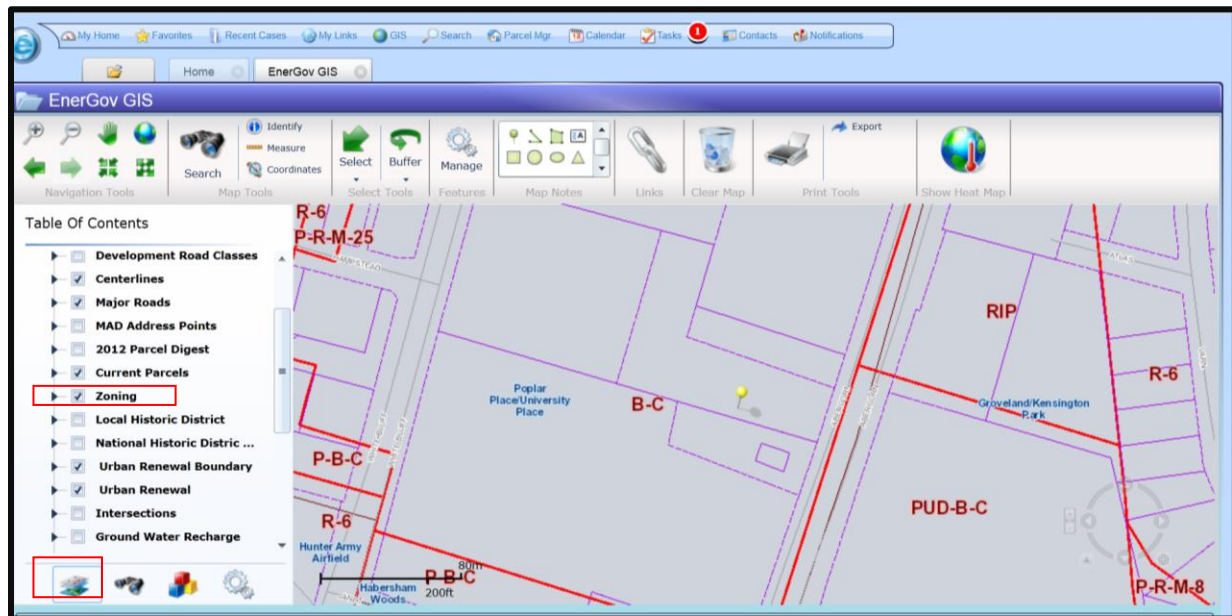


6. If the correct address/PIN/Owner name appears, click it to zoom to the property.



7. Add the Zoning layer to the map by clicking on the layer icon. 

8. Then click the box the left of the "Zoning" layer.



Revised: January 5, 2015

Revised: January 5, 2015